COURSE SYLLABUS

Skills for Leading and Managing Audit Projects Course

Develop leadership and management skills to effectively guide audit teams, manage projects, and deliver quality results on time and within budget.

> Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/skills-for-leading-and-managing-audit-projects



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Course Outline

Module 1: Overview of Audit Mandates and Responsibilities

- Overall Purpose of Performance Audits
- Peter Drucker's Definitions
- What is Integrity?
- Responsibilities of Auditors and Audit Organizations
- Key Legislative Audit Mandates
- The Universal Functions of Management
- Distinction Between Control and Controls
- OMB Definition of Management's Responsibility for Enterprise Risk Management and Internal Control
- Customers and Stakeholders

Module 2: Your Responsibilities and Challenges as a Senior Supervisor

- Role of Senior Supervisor Defined
- Supervising Audit Teams: Your Role, Attitudes, and Skills
- Your New Role
- Your New Attitudes
- Your New Skills

Module 3: Senior Supervisor's Role in the Proposal and Survey Phases

- Proposal Phase
- Survey Phase
- Go, No Go Decision
- Suggested Strategy for Detailed Audit

Module 4: Senior Supervisor's Role in the Planning Phase

- Defining the Audit Objectives
- Setting Milestones
- Determining Staff Needs for Field Work and Reporting
- Documenting the Audit Plan

Module 5: Senior Supervisor's Role in the Field Work Phase

- Conducting the Field Work
- Your Field Work Audit Responsibilities
- Performance Appraisal Tips

Module 6: Senior Supervisor's Role in the Reporting Phase

- Key Tasks in the Reporting Phase
- Using a Report Conference to Reach Agreements
- Processes for Preparing the Audit Report
- Preparing the Draft Audit Report
- Reviewing the Completed Report Draft for Quality

Module 7: Senior Supervisor's Communication Responsibilities

- Communication is Critical
- Listening Skills
- Nonverbal Communications
- Communications with Customers and Auditees
- Communications with the Media

Module 8: Time Management

- Time – An Irretrievable Asset
- Time Management Tools
- Just Where Should You Spend Your Time?

Module 9: Becoming a Stronger Leader

- Leadership and Management Tenets
- Delegation – The Secret to Leadership
- The Test of a Leader
- Common Sense